




To: The Workforce System

From: Regina Ashley, Chief Strategy Officer
Indiana Department of Workforce Development 

Date: March 16, 2016

Subject: DWD Policy 2015-05
WorkINDiana Policy

Purpose

The purpose of this policy is to provide guidance on the implementation and administration of the WorkINDiana training program.

Rescission

DWD Policy 2012-10 WorkINDiana

Background

WorkINDiana is a bridge program to help Adult Education (AE) students achieve their first step on a career pathway. Through WorkINDiana, the Department of Workforce Development (DWD) seeks to increase the rates at which AE students move into post-secondary occupational skills training, obtain industry-recognized credentials, and access opportunities for career advancement.

The WorkINDiana program shall be administered under the following guiding principles:

- Students should be concurrently or consecutively enrolled in Workforce Innovation Opportunity Act (WIOA) Title II Adult Education and WorkINDiana training to accelerate their learning and help students advance through progressive levels of education as quickly as possible (see Student Eligibility Requirements below).
- WorkINDiana training programs are intentionally short term to allow students to finish training quickly and obtain an entry level certificate, gain or retain employment, and/or pursue advanced employment.
- WorkINDiana training programs do not require a high school diploma or equivalent.
- Strong partnerships between the grantees, WorkOne staff, Adult Education, training providers, and employers are required to ensure students are provided a full range of services, supports, and employment opportunities.
- The WorkINDiana enrollment process must be student-centric, which requires flexibility in order to meet students' individual needs, goals, and career aspirations.

Content

The WorkINDiana program is intended for Adult Education students in all Educational Functioning Levels who demonstrate the ability to benefit from and complete WorkINDiana training.

Student Eligibility Requirements

Students must meet the following eligibility requirements:

- Students must be currently enrolled in an Adult Education program; **OR** have a high school diploma or equivalent from an Adult Education program and have been enrolled in Adult Education during the current or previous program year.
- Students must have a student record in InTERS.
- Students must be enrolled in WIOA Title I Adult, Dislocated Worker, and/or Youth programs.
- Students must have a valid pre TABE test on file (refer to Educational Functioning Level Assessment Policy at <http://www.in.gov/dwd/2482.htm>).
- Students must have the referral form (See Attachment A), which shows the student has taken the Indiana Career Explorer assessment.
- Any additional entry requirements, such as TABE score minimums, may be set by the approved WorkINDiana training provider.

Eligible Training Programs

Eligible training programs must be approved on the State's WIOA Eligible Training Provider List (ETPL or INTraining). ETPL requirements can be found in DWD Policy 2015-03. Eligible training programs must then be approved for WorkINDiana designation, which includes meeting the following requirements:

- Eligible training programs must result in an approved WorkINDiana credential. A list of approved credentials can be found at <http://www.in.gov/dwd/2904.htm> .
- Eligible training providers must include the costs of materials, supplies, uniforms, and certification fees within the training costs on the ETPL record. If a separate payment must be made, such as to a Health Department for a radiographer license, that amount and the organization to which payment is to be made must also be noted in the program summary.
- Eligible training programs must accept students who do not have a high-school diploma or equivalency but who are pursuing one through an Adult Education program; however, training providers may request an exemption from this requirement on the WorkINDiana Program Approval Form (Attachment B).
- Eligible training programs must be at least forty (40) instructional hours and, as a general rule, take fourteen (14) weeks or less to complete.
- There must be job openings within the region that require the occupational skills and knowledge obtained through the training program.
- Training providers must agree to the 70/30 payment terms as described in WorkINDiana Funding and Vouchers section below.

DWD reserves the right to place eligible training programs with extended poor performance on an improvement plan or to remove the approval and designation of such programs as WorkINDiana training programs.

WorkINDiana Funding and Vouchers

The following criteria must be met:

- Funding will be allocated to eligible providers that have demonstrated the ability to provide recruitment, enrollment, case management, follow-up, and placement services to Adult Education students.
- Vouchers for training costs may not exceed those outlined on the ETPL for the WorkINDiana program.
- Funding will only pay for approved WorkINDiana training programs appearing on the ETPL with the WorkINDiana designation.
- WorkINDiana voucher(s) shall pay for only one (1) WorkINDiana training program per customer over their lifetime.

- WorkINDiana funds shall pay for one (1) certification examination. The funds may pay for a second examination if WorkOne staff determines there is strong justification for doing so. Staff must document the justification for the second examination in the case notes in the state's case management system.
- Training providers shall be paid for the training in two phases:
 - 70% of the cost of the program if the student is present for the first day of class; and
 - 30% after the training provider provides documentation that the student has completed the requisite coursework and is prepared to sit for the industry-recognized certification exam. The training provider will not be paid the remaining 30% if a student fails to complete the program.

WorkINDiana funds may be used to pay for supportive services for WorkINDiana students. Supportive services must be directly related to WorkINDiana training. WIOA-aligned regional policies shall be used to determine whether students qualify for supportive services under the WorkINDiana program. Grantees are encouraged to utilize other funding streams when possible for supportive services and wrap-around services to ensure students can enroll and achieve a successful outcome.

Action

Grantees receiving funding to implement and operate WorkINDiana programs shall follow the contents of this policy and update any local policies to be in alignment.

Effective Date

March 16, 2016

Ending Date

Upon rescission.

Contact for Questions

policy@dwd.in.gov

Attachments

Attachment A: WorkINDiana Referral Form

Attachment B: WorkINDiana Program Approval Form



Attachment A

WorkINdiana Referral Form***Customer Name:*** _____ **Last 4 SSN:** _____

Adult Education program/WorkOne office: _____ Referred by: _____

Phone/Email: _____ Referral Date: _____

List WorkINdiana training interests/Student's Goals: _____
_____Areas to improve/work on (High school diploma or equivalency, WorkKeys, Remediation, Accuplacer, etc.):

Reason for referral: _____

High School Diploma (yes/no): _____ High School Equivalency (yes/no): _____ Date: _____

Most recent TABE results: _____ Date: _____

Reading: _____ Math: _____ Language: _____

Post TABE test on file (yes/no): _____

Date applicant was fully enrolled with at least 12 hours of attendance in Adult Education: _____

There is a record of the student in INTERS (yes/no): _____

Date applicant completed ICE: _____

Please take this form to:

Contact: _____ Phone: _____

Address: _____

Attachment B

WorkINdiana Program Approval Form

| <i>Training Provider</i> | |
|--|--|
| 1. Name of Training Provider: | |
| 2. Address: City, State and Zip Code: | |
| 3. Name and Title of Submitter: | 4. Telephone/Email: |
| <i>Program</i> | |
| 5. Program Name: | 6. Location: City/State: |
| 7. Program # (from WIOA Eligible Training Provider List): | 8. Name of Certification(s): |
| 9. List employment opportunities for graduates or specific employers with job openings: | |
| <i>Assurances</i> | |
| 10. Agrees to "70/30" reimbursement terms (Y/N): | 11. Accepts Adult Education students who are pursuing a high school diploma or equivalency certificate (Y/N): |
| 12. Program length is more than 40 hours & less than 14 weeks (Y/N): | |
| 13. Please use this space for comments or justification for an exception. If a no response to #10 or #11, please provide clarification or justification for an exception to the policy. | |
| 14. Signature: | 15. Date: |

Instructions: Complete and submit this form to WorkINdiana@dwd.in.gov for consideration as a WorkINdiana program.

Note: Programs with extended poor performance may be placed on an improvement plan or removed as an approved WorkINdiana training program.

Revised: 12/23/15